

The Notary news



The North Carolina Department of
The Secretary of State, Elaine F. Marshall

STAY HOME, NC NOTARIES!



Staying Healthy + Upbeat

Notaries, if someone told me at the beginning of 2020 that we would be facing an international crisis of this magnitude, *I surely wouldn't have believed it!* Yet here we are. And so much is moving quickly with COVID-19. News reports flash across our screens and social media outlets every hour of the day making it hard to sort out what to do next.

We don't know what the outcome of this pandemic will be, and we don't know how long we will be in this space of "social distancing" and stay-at-home orders. We also know that social distancing is a concern for you in performing your notarial duties.

We have been in discussions with Gov. Cooper's Office, with legislative leaders, and many other stakeholders about temporary measures that could be put in place to allow you to perform your acts and protect your health at the same time. While the policy argument is simple, the procedures to take this emergency action are complicated because of the statutes involved. Rest assured that we understand the need for additional flexibility during this

unprecedented time, and I am advocating on your behalf.

Our office will send out a special newsletter and post on the Facebook group about any developments in this area as soon as we receive them.

If you are still performing in-person notarizations, please be diligent. Refer back to the special edition newsletter or the post on the Notary Facebook group for helpful hints.

In the meantime, as many of us are teleworking and under a “stay-at-home” order I encourage you to use this time to find some creative ways to stay healthy and upbeat.

Exercise. Stretch. Meditate. Read. Clean out your work and personal email boxes. Learn a new language or skill online. Brush up on your Notary Public Manual. Say hi to family members and friends. Check in with your neighbors.

Thanks to technology, social distancing doesn't have to mean being out of touch with the people we care about. Binge watch your favorite shows. Thank a healthcare provider, grocery store worker, teacher, day care employee, USPS carrier, UPS/FedEx driver, or anyone else on the front lines of this pandemic.

It's more important now than ever to stay connected and check in with other people, and even your own feelings. And don't forget to wash your hands!

If you have questions, our office is still available to answer them. We have closed our buildings to the general public because it was the responsible choice to make for the health of our staff and the public we serve. But that doesn't mean we can't answer your questions. Continue to reach out to us at notary@sosnc.gov.

Just remember, no matter where you live in our great state, we are all **Team Notary**. That means we all win when we work together!

Elaine J. Marshall

Please send in your tips, practice ideas, and questions for us at notarynews@sosnc.gov.



Fast Five Q &A

Q: From our Facebook group: Does anyone know if you can be a notary and an eNotary at the same time?

The answer is a simple yes. You can be both. However, you do need to be a notary first before you can become an eNotary. To remind everyone, you must take two different classes to become a notary and an eNotary.

Q: Another North Carolina notary asked on our Facebook group: Are notaries allowed to notarize a handwritten will?

You are allowed. Remember, your role is not to determine whether a document is legal or not. Make sure the certificate language is written in English. As long as the signer appears before you and shows proper identification, you are allowed to notarize it.

Q: A notary asked us this question via email: I notarized a car sale using my metal hand seal. The new owner was told by the DMV that they wouldn't honor my seal because someone could flatten the imprint. Is there another type of seal that I am now required to purchase?

The answer is no. The seal that you are using still works fine for notarizing documents.

Q: A question from a new notary on Facebook and a reminder to

everyone else: When I am writing out the county on the county line on an oath, do I put the county I live in, or the county where I am performing the act?

One of our notaries suggested a way to remember what to do is that you complete the certificate and sign the document in the county where your feet are planted on the day of signing.

Therefore, if you are notarizing a document for a principal at a place in Union County, but you were commissioned in Mecklenburg County, you will still write Union County.

Q: How long should I keep my journal after my commission expires?

NC notaries are instructed to keep their journals for 10 years past the last day of their notary commission after which time they can destroy them. However, notaries may find they need to keep their journals longer based on the type of business practices in their specific industry.

Do you have a question you'd like us to answer for the **Fast Five**? Let us know. We are here to be a resource to you.

Email us your question at notarynews@sosnc.gov.



Personal Knowledge

Last month, we talked about how as a notary, your number one job is to make sure you can positively identify the person coming before you requesting your services. We discussed one of the ways to do this was through Satisfactory Evidence of Identity.

This month, we are talking about another way to identify the principal:
Personal Knowledge:

"Familiarity with an individual resulting from interactions with that individual over a period of time sufficient to eliminate every reasonable doubt that the individual has the identity claimed." [10B-3(17)].

It's always best to ask for ID. However, if the signer does not have his or her identification for whatever reason, you may forgo checking ID if you can 100 percent verify that you know the person in front of you.

For example, if you have been friends with someone since elementary school, grew up in the same church or community, or have been co-workers with someone for years, it's safe to say you know who they are. You are familiar with them and can absolutely say without a shadow of a doubt that that person is who he or she says she is.

We do not recommend using this technique for a person you really do not know that well, or for someone referred to you and you have questions about their identify. As a notary, you have a right to say no to an act if you are unsure of a person's identify, or you can articulate a reasonable suspicion of fraud.

Reminder: If you don't have the 2016 North Carolina Notary Public Manual, you may purchase one from the UNC School of Government at <https://www.sog.unc.edu/publications/books/north-carolina-notary-public-manual-2016-print-version>.

As always, if you are unsure of anything, please reach out to the Department at notary@sosnc.gov. We are always happy to help.

https://www.sosnc.gov/online_services/notary/find_a_notary



Secretary of State
Elaine F. Marshall

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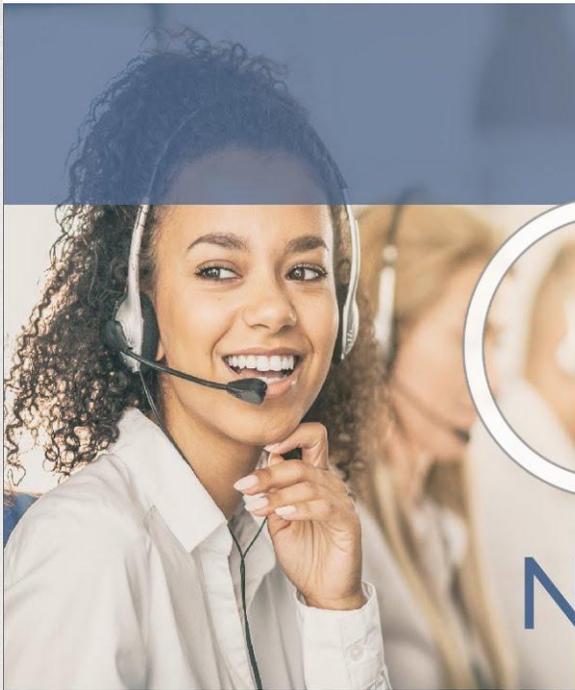
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Find A Notary

As we add more and more notaries to our rolls, we want to make you aware of the FIND A NOTARY database located on the Secretary of State's website. This is a place where you can voluntarily add your own information so members of the public can find you when they are in need of your notarial services.

We put together this step-by-step instructional video *We Hear You* (below) on how to add your name to the Find a Notary Database.

If you have questions, please feel free to send an email to notary@sosnc.gov.



We Hear You!



We're happy to help you add your information to the NCSOS

Notary Database.



NC Notary Facebook Group

Have you joined the notary Facebook group *The North Carolina Notary Network* yet? Well, what are you waiting for? More than 4,229 notaries around the state have signed up to join us. If you haven't yet, come join!

The purpose of the group is to connect notaries across the state as well as to share information and answer your questions.

Click [here](#) to join today!



We're all at home now. We're together but separate. We are doing what we are being asked to do -- teleworking if we can, and limiting our trips to essential places like our jobs, grocery stores and pharmacies for at least another month.

We're doing the right thing because we have no choice. We have to work together to lessen our exposure of the virus and slow the spread. As North Carolinians, we have to be responsible and **STAY AT HOME.**

Everyone knows we've loaded up our pantries with our favorite yummy "no-nos". And the gyms, pools and basketball courts are closed. But that's no excuse for us to

turn into couch potatoes. We don't want to find out we've jumped two dress or pant sizes by the time this pandemic is over.

Y'all, we have to move our bodies most days of the week. Plus, we all know that exercise could be a great way to help relieve some of the stress that many of us are feeling with this crisis.

What exercises can we do at home outside?

- Walk the dog (or the cat if they'll let you, although mine was too temperamental to let me put him on a leash)
- Go for a brisk walk, run or bike ride (by yourself or make sure you are practicing social distancing)
- Do a yoga or cardio class from YouTube or social media
 - Borrow a neighbor's hoop in their driveway and play basketball by yourself

Do you need a jump start? We found a good workout from entrepreneur.com to do at home whatever your fitness level. Click the link below:

<https://www.entrepreneur.com/slideshow/348110>

- Jumping Jacks
 - Push ups
 - Cobra Pose
 - Wall Sit
- Chair Tricep Dips
 - Sit-Ups

Now you can still have pecan pie after dinner (not every day though) if you make an effort to watch your overall caloric intake and get your heart rate up.

Would you like to share your favorite "at-home workout" with your fellow notaries? We'll post this question on our Facebook group for you to answer or email us at notarynews@sosnc.gov so we can share for you.

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